

Attachment 4

Energy Efficiency Retrofit Project Charge  
Notification and Transfer of Obligation

**Energy retrofit measures were installed at this location to save on utility costs. A Retrofit Project Charge will appear on your monthly utility bill. The cost savings from the retrofit measures are estimated to be greater than the charges.**

**Read below to understand what this means.**

Property Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Location ID: \_\_\_\_\_

Cost saving energy Retrofit measures have been installed at these premises through an on-bill financing program. These measures were installed to lower the utility bills. Your utility bills will include a monthly charge to pay for these energy Retrofit measures. The cost savings from reduced electricity consumption are estimated to be greater than the monthly charges.

Whoever pays the utility bills at this location will be required to make monthly payments to [Insert Utility Name Here] to pay for the cost-saving energy Retrofit measures installed here. Monthly charges will continue until the remaining balance has been paid. A UCC Financing Statement has been filed at the County Clerk's office to ensure a prospective purchaser is aware of this obligation. Either the buyer or seller may eliminate this obligation by paying off the remaining balance.

Utility usage data at this location may be shared with subsequent owners of the property to demonstrate the effectiveness of the Retrofit measures.

If you want more information, you can call [Insert Utility Name Here] ([Insert Utility Phone Number Here]) to learn about the:

- Specific Retrofit measures installed
- Monthly payment amount (Retrofit Project Charge)
- Number of payments remaining and outstanding balance
- Estimated cost savings

When you request utility service, a signed copy of this form must be submitted to [Insert Utility Name Here]. [Insert Utility Name Here] will provide a copy of the Purchase Agreement which outlines customer responsibilities, including:

- Making monthly payments
- If you rent, promptly reporting to your landlord if a Retrofit measure stops working
- If you own the property, maintaining the Retrofit measures in good working condition as long as payments are due

My signature below indicates that I have read or have had this form read to me. I understand my obligation to make monthly payments for the Retrofit measures installed at this location.

(Purchaser/Renter) Signature \_\_\_\_\_ Date \_\_\_\_\_

(Purchaser/Renter) Name (print) \_\_\_\_\_